Division of Graduate Affairs
Graduate and Research Affairs

Handbook for Graduate Advisors

Fall 2019

Contact Cristina Sanchez at x41356 or sanchez@sdsu.edu for additions, corrections or comments to this handbook.
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E-forms for graduate students are available! Forms and user guides can be accessed online: http://grad.sdsu.edu/current_grad_students/forms
Division of Graduate Affairs Listings

The Division of Graduate Affairs is a unit within Graduate and Research Affairs

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Assistant to the Vice President
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Division of Graduate Affairs SSE 1410 (Refer general information calls to 45213, mail code 8220)

Assoc. Dean for the Division of Graduate Affairs
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Assistant to the Associate Dean
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General policy and procedure information, Tuition Waivers, TA/GA exceptions, endowment and shared vision awards, and support of student services.

Asst. Dean for the Division of Graduate Affairs
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Coordinator of Graduate Programs and Evaluations
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Administrative Support Coordinator
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Advancement to candidacy, Approval of Thesis Committee Forms, Change of Status, Request to Change Master's Programs, Advanced Certificates, Grade Submission and Changes for 799A Thesis, 799B Thesis Extension and 799C Comprehensive Exam, maintains Graduate Advisor List, tracking of Conditional Admits. Student services front desk support.

Administrative Support Assistant
Melanie Perot  47203  mperot@sdsu.edu
Approval of Thesis Committee Forms, approval of Diploma Orders, processing of Petition for Retroactive Course Change, Petition for Special Consideration for Late Schedule Adjustment, Report of Final Examination or Thesis Defense, Petition for Adjustment of Academic Requirements. Student services front desk support.

Programmer/Analyst
Ian Moore  44162 imoore@sdsu.edu
All graduate advisors and their staff should have access to WebPortal. It provides detailed information regarding individual graduate students, and allows you to generate various reports for use in your department. Reports available on WebPortal include checking a student’s admission status, a student’s standing, a Program of Study status, and graduation reports.

You can also print out a copy of a student’s SDSU transcripts, see whether a student has applied for graduation and check if a student has graduated or has been cancelled.

Programs of Study must be submitted online using WebPortal, but a paper copy will be mailed to you and the student for reference. Any updates to the Program of Study will reflect in WebPortal.
Procedural Steps Toward Earning a Master's Degree

Each of the following steps are sequential and mandatory:

Apply for Admission to the University. For information regarding admission to San Diego State University, please see the Graduate Admissions webpage.

Attain Classified Graduate Standing
You must submit a satisfactory score on the GRE General Test before you can be granted classified standing. Instead of the GRE, the GMAT is required for classified standing in the College of Business Administration. Some departments require other subject tests as well, contact your department graduate advisor. Contact the Test Office, 594-5216, for further details.

If you were given classified status at the time of your admission, skip to next step.

If you were admitted with post baccalaureate unclassified status, file an Application for Classified Graduate Standing (CGS) in the Graduate Division when you are eligible for classification.

If you were admitted with conditional classified status, ask your graduate advisor to submit a Change of Status form to the Graduate Division when you have fulfilled the conditions specified at the time of your admission.

Submit an Official Program for the Master's Degree
(Programs that use the Degree Audit System will not need to submit a program of study.)

An Official Program of Study must be submitted prior to or concurrent with the time the student wishes to be considered for advancement to candidacy.

An official Program of Study should be submitted as early as possible but no later than the semester prior to anticipated graduation.

Any deviation from the specific master's degree requirements listed in the Graduate Bulletin should be requested on a Petition for Adjustment of Academic Requirements.

Any change made in the official program after it is approved must be made on a Request for Change in Official Program form.

Attain Advancement to Candidacy
Your eligibility for advancement to candidacy will be reviewed at the time your official program is approved. If eligible, a form will be sent by the Graduate Division to your graduate advisor, who will make a recommendation and return it to the Graduate Division.

If not eligible for advancement at the time your Official Program of Study is approved, your file will be reviewed for advancement to candidacy by the Graduate Division at the end of each semester. Programs using the Degree Audit System must submit an Advancement to Candidacy e-form once a student has met all requirements.

You must be advanced to candidacy before you will be allowed to form your thesis committee officially or sit for the comprehensive examination.
Submit an Appointment of Thesis/Project Committee Form (for Plan A students only)
Once you are advanced, obtain the Appointment of Thesis/Project Committee form from the Graduate Division, secure the required signatures, and return it to the Graduate Division for approval.

Obtain the schedule number for Thesis 799A in the Graduate Division Office once your Appointment of Thesis/Project Committee has been approved.

You must be registered in Thesis 799A or Thesis Extension 799B during the semester you plan to submit your thesis. Graduate Division and Research will give you schedule numbers for thesis enrollment.

Pass Required Culminating Experience
If you are Plan A Thesis, a thesis defense may be required.

If you are Plan B, a comprehensive examination will be required. The department will notify Graduate Division that you have passed the exam.

Apply to Graduate
Graduation is not automatic upon completion of degree requirements. Applications for graduation are available via your Web Portal account. Consult the Academic Calendar or Graduate Bulletin for filing deadlines. If your Web Portal account does not allow you to apply for graduation please contact the Graduate Division directly gra@sdsu.edu

If you do not graduate in the term for which you applied, will be reconsidered for the following term. No action needs to be taken.
### Change of Status

If the student is admitted to SDSU as a conditionally classified graduate student, a Change of Status form must be submitted when the student has fulfilled the conditions specified at the time of their admission and must have a minimum 2.85 cumulative GPA. If a student has not fulfilled their admission conditions by the deadline but is making good progress, you can request a one-semester extension on the same form.

If notification to the Division of Graduate Affairs is not received by student's initial deadline, a registration hold is placed on the student’s record and students may be dropped from their classes for the upcoming semester.

**Please note:** An Official Program of Study will not be accepted for a student who is conditionally classified or who is on academic probation. A student’s status can be verified via WebPortal.

### Change of Status

**Student Information**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>SDSU ID*</th>
<th>RedID</th>
<th>Clear Student Date</th>
</tr>
</thead>
<tbody>
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Enter RedID or SDSU ID

<table>
<thead>
<tr>
<th>Address</th>
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<table>
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<table>
<thead>
<tr>
<th>Preferred Phone Number</th>
<th>Email Address</th>
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<table>
<thead>
<tr>
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<th>Request Date</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

### Program Recommendations (Minimum required GPA for classification is 2.85)

Check One

- [ ] The above conditionally classified student has satisfactorily completed the conditions stated at the time of admission and is recommended for graduate standing (classified)

- [ ] The above conditionally classified student has not satisfactorily completed the conditions stated at the time of admission. I recommend that the student remain conditionally classified. The revised conditions and deadline for completion are:

<table>
<thead>
<tr>
<th>Revised Conditions</th>
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<table>
<thead>
<tr>
<th>Revised Deadline for Completion Term</th>
<th>Revised Deadline for Completion Year</th>
</tr>
</thead>
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</table>

  **If the revised deadline exceeds a year from admission to the university, please provide a justification:**

<table>
<thead>
<tr>
<th>Please provide an explanation</th>
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</table>

- [ ] The above student has not satisfactorily completed the conditions stated at the time of admission, and is recommended for dismissal from this program.

<table>
<thead>
<tr>
<th>Graduate Advisor Signature</th>
<th>Date</th>
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</tbody>
</table>

Your form cannot be processed with an incomplete student information section.

Please contact Graduate Affairs for assistance.

Submit
Request to Change Master’s Programs

*This form can only be initiated by the student.*

The Request to Change Master’s Programs e-form should be submitted for the following reason:

- Individuals wishing to change their major or program objective from one program to another without being awarded the first degree.
- Individuals wishing to change their concentration/specialization within one program.
- Individuals wishing to change from a Ph. D program to a Master’s program.
- Individuals wishing to change from a Master’s program to an Advanced Certificate program.

This form will need to be approved by the student’s current graduate advisor along with the new graduate advisor for that particular program. If you are the graduate advisor for both programs, you will need to approve the form twice.

If needed, the Division of Graduate Affairs can create a packet for departmental review that includes the Request to Change Master’s Programs, GRE/GMAT scores, transcripts and other documents, and forwards the information to the department. A separate departmental application and/or letters of recommendations may be requested by the individual departments. Once an admission recommendation has been determined by the department, the Request to Change Master’s Programs e-form can be processed by the Division of Graduate Affairs.

**Official Program of Study (POS) for an Advanced Degree**

*Programs that use the Degree Audit System will not need to submit a program of study.*

The graduate advisor must submit for approval a student’s POS via WebPortal (https://sunspot.sdsu.edu/pls/webapp/web_menu.login) to the Division of Graduate Affairs. After receiving the POS, the Division of Graduate Affairs will evaluate the POS as well as the advancement to Candidacy. The student and graduate advisor will receive a copy of the Evaluation of POS and an Evaluation for Advancement to Candidacy indicating the status. A program of study may not be submitted if the student is conditionally classified or is on academic probation.

SDSU courses numbered 499 and below are not acceptable for an advanced degree; 900-level courses, except 997, are reserved for certain professional curricula as part of an advanced certificate.

Any deviation on the POS from the curricular requirements listed in the Graduate Bulletin should be requested via the Petition for Adjustment of Academic Requirements for the Master’s Degree field at the time the POS is submitted. If a deviation needs to be made to an already approved POS, a paper Petition for Academic Requirements for the Master’s Degree must be submitted to the Division of Graduate Affairs for final approval.
Advancement to Candidacy

Advancement to candidacy is based on the minimal completion of 12 POS units (or 24 units for 60 unit degrees) with a 3.0 program GPA, a 3.0 GPA in all 300-level courses and above taken concurrently with the first POS course, and completion of any prescribed departmental requirements.

➢ If the student is recommended for advancement to candidacy by the graduate advisor and is eligible, the Division of Graduate Affairs will advance the student to candidacy.
➢ If the student is not recommended for advancement to candidacy by the graduate advisor, but is eligible, the Division of Graduate Affairs will solicit a recommendation from the graduate advisor.
➢ If the student is not eligible for advancement to candidacy, a notification is sent to the graduate advisor and to the student. Graduate Affairs will continue to evaluate the student’s eligibility at the end of each semester. Once eligible, the Division of Graduate Affairs will advance the student to candidacy and notify the graduate advisor and the student.

*Programs that use the Degree Audit System will need to submit the Advancement to Candidacy e-form once the student has met the advancement to candidacy requirements.

Degree Audit Report Advancement to Candidacy Request

Note: This form is used for students with access to the U-Achieve Degree Audit Report only. Please continue to use the POS Builder in WebPortal to recommend students for advancement to candidacy if they do not have access to the U-Achieve Degree Audit Report.

Student Information

Last Name
First Name
SDSU ID
RedID
Address
City
State
Zip Code
Preferred Phone Number
Email Address

Program
Program Type
Request Date

Advancement to Candidacy

Please review requirements for advancement to candidacy. These include course, unit, and GPA qualifications (see the student’s Degree Audit Report) and program requirements not in the DAR (e.g., qualifying exam, thesis proposal).

Select one:* 

Graduate Advisor
Date

Your form cannot be processed with an incomplete student information section. Please contact Graduate Affairs for assistance.
Report of Foreign Language Completion

Some departments require students to pass a foreign language examination prior to advancement to candidacy or, in some cases, prior to graduation. Please review your specific departmental section on foreign language requirements.

➢ If the student has met the foreign language requirement prior to submitting the POS, notification to the Division of Graduate Affairs is not necessary. The graduate advisor should indicate “fulfilled” when submitting the POS. Programs that use the Degree Audit System will only submit a Foreign Language Completion e-form.

➢ If the student has not met the foreign language requirement prior to submitting the POS, notification to the Division of Graduate Affairs is required using the Report of Foreign Language Completion form. Indicating the method of fulfillment when submitting the POS is not necessary, as it is at the discretion of the department and graduate advisor and will be noted on the Report of Foreign Language Completion form.

➢ The graduate advisor has the option to advance a student to candidacy without the completion of the foreign language or may defer completion of the foreign language until after advancement to candidacy but prior to graduation eligibility.

Report of Foreign Language Completion

Student Information

Last Name ___________________________ First Name ___________________________ SDSU ID* ___________________________ RedID ___________________________

Address ______________________________

City ___________________________ State ___________________________ Zip Code ___________________________

Preferred Phone Number ___________________________ Email Address ___________________________

Program ___________________________ Program Type ___________________________ Request Date ___________________________

Foreign Language Reading Competency

Your Master's degree requires demonstration of reading competency in a foreign language, based on one or more of the following:

☐ The appropriate part(s) of the MLA-cooperative foreign language test.

☐ The Graduate School Foreign Language Test (GSFLT).

☐ Completion of foreign language courses.

☐ Completion of International Degree/Non-English Instruction

☐ Language examination.

Program

☐ I have verified that the student has met the requirements above.*

Graduate Advisor ___________________________ Date ___________________________

Your form cannot be processed with an incomplete student information section. Please contact Graduate Affairs for assistance.

8
Petition for Adjustment of Academic Requirements for the Graduate Degree (PAAR)

When course requirements listed on a student's program deviate in any way from the curricular requirements prescribed in the current Graduate Bulletin, a Petition for Adjustment of Academic Requirements for the Graduate Degree (PAAR) should be submitted when submitting an electronic POS. An e-form can be submitted any time after the POS is filed.

Graduate level transfer courses may be included on the POS at the recommendation of the graduate advisor. If a transfer course is to be used in lieu of a prescribed required curriculum course, submit a Petition for Adjustment of Academic Requirements when submitting the POS.

- A current, official-university-sealed transcript showing completion of the transfer courses must be submitted. No final decision is made until an official transcript has been received and evaluated by the Division of Graduate Affairs.
- Any change made to electives not yet completed on the POS after it is approved must be made on a PAAR. The student and graduate advisor will receive notification of the decision once it has been reviewed by the Division of Graduate Affairs.
- Any course that is part of the POS and has an earned grade (including RP and I grades) may not be deleted, even if retaken in order to fulfill degree requirements. If a student receives a grade below a C on a program course, the same course must be repeated. Both grades will remain on the student’s permanent record and both grades will be calculated in the grade point. A department may require a student to repeat courses where they have earned a grade of C or better based on department’s own degree requirements.
- A PAAR form must be filed if a student has been granted additional time beyond the one year allocated to make up a grade of Incomplete Charged (IC). The request must indicate the new completion date.
- If additional courses need to be added to an already approved POS, for the purpose of increasing a student’s GPA, the request must be made on a PAAR and must include the specific courses being added.
- For programs using the Degree Audit System, PAARs can be used to assign students to Plan A or Plan B.
Petition for Adjustment of Academic Requirements for the Master's Degree

Student Information
Last Name
First Name
SSSU ID *
Red ID
Enter Red ID or SSSU ID.

Address

City
State
Zip Code

Preferred Phone Number
Email Address

Program
Program Type

Student Request
State request and provide explanation/reasons for request. For example, if modifying your official Program of Study, indicate course substitution(s) requested, specify deadline extension for incomplete(s), list additional courses to replace expired courses, etc.

Request Date

Program
*
☑ Approved ☐ Denied

Comments

Program Approval

Approval Date

Your form cannot be processed with an incomplete student information section
Please contact Graduate Affairs for assistance
Report of Thesis Defense

For most departments, signing the signature page of the student's thesis before submission of the thesis to Thesis Review is sufficient. However, a few departments also require that the student report the thesis defense to the Division of Graduate Affairs prior to graduation. This should be done on a Report of Final Exam or Thesis Defense e-form. This form can only be initiated by the Graduate Advisor. This requirement should also be noted on the Program of Study under the thesis option "Report of thesis defense" area.

A student will not be eligible for graduation until the thesis defense notification is reported to the Division of Graduate Affairs on a Report of Final Examinations or Thesis Defense for the Master's Degree form even if the thesis has been approved and submitted to Montezuma Publishing.

Report of Final Exam or Thesis Defense

Student Information

It is hereby reported that this student has been Advanced to Candidacy and has passed all examination(s) or has completed the thesis defense required by the department, college, or committee for this degree as specified in the Official Master's Degree Program and in the Graduate Bulletin.

Last Name: [______________________]  First Name: [______________________]  SDSU ID: [__________]  RedID: [__________]  Clear Student Data

Enter RedID or SDSU ID

Address: [______________________________]

City: [____________________]  State: [__________]  Zip Code: [_______]

Preferred Phone Number: [______________________]  Email Address: [______________________]

Program: [______________________________]  Program Type: [_____________________]  Request Date: [__________]

Please verify all three of the following:

Select Plan:*
☐ Plan A  ☑ Plan B

☐ This student was Advanced to Candidacy prior to their culminating experience (Plan A defense or Plan B examination/project).*

☐ This student has passed their culminating experience.*

Date Examination(s) or Thesis Defense Completed:* [______________________]

Department Chair or Graduate Supervisor: [________________________]  Date: [__________]

Your form cannot be processed with an incomplete student information section. Please contact Graduate Affairs for assistance.
Thesis Committee Form (Plan A, 799A Thesis)
(see pages 13-16)

Upon being advanced to candidacy, the student may submit the Appointment of Thesis/Project Committee form to the Division of Graduate Affairs once all committee member signatures have been obtained. If required, human or animal subject approval must be obtained prior to submitting the form to the Division of Graduate Affairs.

The student should contact the Division of Research Affairs to determine whether this approval is required.

If a student chooses to have a Lecturer, Adjunct or an Outside Expert with no SDSU Affiliation serve on their thesis committee, additional paperwork is required. The student will need to submit a Petition for Lecturers, Adjuncts and Outside Experts Without SDSU Affiliation to Serve on Thesis Committees, along with the required documentation listed on the petition. Graduate advisors also have the option to request that a “blanket waiver” be granted for that faculty member, which would grant other students the option to have said faculty member serve on their committee without further approval.

Please note: This is a restricted form and is only made available by the Division of Graduate Affairs to students who have an approved Program of Study on file and have been advanced to candidacy or who are in the final stage of approval. A completed thesis committee form cannot be submitted until the student has been advanced to candidacy.

The schedule number for Thesis 799A is available only in the Division of Graduate Affairs Office after the Appointment of Thesis/Project Committee form has been approved by the Division of Graduate Affairs.

➢ The student must be registered in Thesis (799A or 799B) during the semester that the thesis is submitted to Thesis Review (Montezuma Publishing).
➢ If the thesis is not submitted by the thesis submission deadline, enrollment in 799B, Thesis Extension, through SDSU or the College of Extended Studies at the time of submission is required. The schedule numbers are obtained from the Division of Graduate Affairs.

The Division of Graduate Affairs is responsible for submitting the grades for Thesis 799A and 799B to the Registrar's Office. THESIS GRADES ARE SUBMITTED BY THE DIVISION OF GRADUATE AFFAIRS ONLY. A grade of CR will be given for 799A only after the thesis has been approved by Montezuma Publishing. Then and only then will a grade of CR be given. If this process is not completed during the semester the student is enrolled in 799A, the grade of RP will be given for 799A and will remain until the student has completed this process.

For information regarding dissertations, theses and projects go to:
http://www.montezumapublishing.com/
Master’s Thesis Committee Form -- Instructions

Institutional Review Board (IRB) review of human subjects research
You must have your research and analysis protocol reviewed by the IRB if you will
- obtain personally identifiable information (through a census, survey, interview, observation, experimentation, etc.) OR
- analyze (or otherwise work with) personally identifiable information previously collected by someone else.
"Personally identifiable" includes obvious information (name, email, ID or account numbers, etc.)... but also dates directly related to the individual, identifying numbers associated with vehicles or electronic devices, or even geographic location.
1. To request an InfoEd account and for more information regarding how to submit your human subjects proposal to the IRB see: http://research.sdsu.edu/research_affairs/human_subjects/guidance
2. Once you have obtained a username and password, you can log into the infoEd system and answer the first 3-questions of a new protocol. This will determine whether IRB human subjects’ approval.
3. If you do not need human subjects’ approval, you will be sent an email verification indicating your project does not meet the definition of human subjects research. Print this email and submit it with your thesis committee form.
4. If you do need human subjects’ approval, you must complete and submit your protocol before recruiting subjects or beginning data analysis.
   - After submission, you will be sent an email verifying that the review is underway. Print this email and submit it with your thesis committee form and 799A registration. These forms can be processed simultaneously with the review.
   - All human subjects’ activities associated with these, dissertations or intended for publication require approval by the IRB in advance of subject recruitment or analysis of existing data. Allow 4-6 weeks for IRB review.

Institutional Animal Care and Use Committee (IACUC) review of vertebrate research
You probably need advanced approval if you will you be handling or observing vertebrate animals or their tissues. The IACUC reviews and approves vertebrate research and teaching for SDSU affiliates. Prior approval of protocol submitted by your faculty sponsor/mentor/thesis advisor listing you as project personnel is required in advance of any work in the field or laboratory. This may include research with vertebrate tissue samples, even if you did not personally collect them. Protocol approval and all necessary training must be completed prior to beginning work. Allow 4-8 weeks for IACUC review and approval. See http://research.sdsu.edu/research_affairs/animal_care for additional information, or email <iacuc@sdsu.edu>.

Completing the thesis committee form
1. First, select your thesis chair in consultation with your program's Graduate Advisor. Choose the remainder of your committee in consultation with your thesis chair and Graduate Advisor. Guidelines are on the back of this handout.
2. Obtain all committee signatures. Your thesis chair and the program’s Graduate Advisor will be the final signatures on the form.
3. Obtain additional documents for adjuncts, lecturers or committee members with no SDSU affiliation. (See back of this handout.)
4. Obtain documentation of IRB or IACUC review if needed (refer above).
5. For theses in foreign languages, check the appropriate box on the form. Be sure all faculty members are fluent in the language. Your Graduate Adviser must verify your competency in standard written English; see the section of the Graduate Bulletin titled “Requirements for Master’s Degrees”. The thesis committee form will not be approved without this verification.
7. Submit the completed form and all additional documentation to Graduate Affairs in SSE 1410. You will be emailed verification of approval (allow one week). If you have requested 799A registration, the schedule number will also be emailed.

Thesis formatting and submission
2. After your committee members have approved your thesis, they will sign the signature page. This page with all original signatures will be required by Montezuma Publishing when you submit your thesis.
3. Montezuma Publishing will check for formatting compliance with university standards, and your program's additional requirements (ask your Graduate Advisor). Formatting guidelines and templates (in Word and LaTeX) are available from “the Procedures” link at www.montezumapublishing.com. For questions, see the Montezuma Publishing web site, or email thesis@aztecmail.com.
4. Some students who are uncertain of their ability to follow the formatting guidelines choose to employ a professional. Montezuma Publishing's formatting department provides this service, and also has a list of freelance formatters.
5. After submission, you may not make further changes (except minor editorial corrections, as required by Montezuma Publishing).

Deadlines!
There are strict deadlines to apply for graduation submit your thesis to Montezuma Publishing, and get your approved thesis paid for and published. See the Graduate Affairs web page for a complete table of these deadlines: http://grad.sdsu.edu/
POLICY FOR SERVICE ON MASTER'S THESIS COMMITTEES

Permissible thesis committee member affiliations

<table>
<thead>
<tr>
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<th>Chair</th>
<th>Co-Chair</th>
<th>2nd</th>
<th>3rd</th>
<th>4th +</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenure / Ten. Track (home department)</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Emeritus, FERP, Adjunct*, Lecturer* (home dept)</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Tenure / Ten. Track (outside department)</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
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<td>✓</td>
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**Note:** Only T/TT faculty from the home department may chair committees, except in unusual circumstances. The Graduate Advisor must directly contact the Assistant Dean of Graduate Affairs to petition for an exception.

- Current lecturers, adjunct faculty and outside experts without any SDSU affiliation must complete a petition to serve on committees. Download from the Graduate Affairs web site: http://grad.sdsu.edu/current_grad_students/forms
- Outside experts without any SDSU affiliation can serve as fourth committee members only. They must be officially appointed as volunteers through Human Resources (see the home department chair or coordinator). They must also complete a petition that is available at the Graduate Affairs web site: http://grad.sdsu.edu/current_grad_students/forms

Consult your Graduate Adviser for additional eligibility requirements and procedures that your program may have.

All thesis committee members must

- Hold a terminal degree or the equivalent in an appropriate discipline
- Have maintained current knowledge in their discipline
- Be active with graduate-level education and/or mentoring
- Agree to serve until the degree is complete
- Understand that committee service is not associated with teaching workload credit, unless otherwise assigned by the department Chair or college Dean.

Thesis committee chair

Normally, the thesis committee chair will be a full-time tenured or tenure-track SDSU faculty member with a primary or joint appointment in the program's home department. Thesis committee chairs should have specific expertise (theoretical, methodological and/or topical) in the area of the proposed thesis. For concurrent-degree programs (in which two degrees will be granted simultaneously), the committee may have a chair and co-chair who are primary faculty from the two disciplines.

In unusual circumstances, the chair may be a tenured or tenure-track faculty member from another SDSU department, or Emeritus, FERP, Adjunct or Lecturer from the home department. The Graduate Advisor must contact the Assistant Dean of Graduate Affairs directly to petition for an exception.

Third committee member ("Outside Member")

The third committee member must be from a department other than the program's home department.

Lecturers, adjuncts and committee members with no SDSU affiliation

Current lecturers, adjunct faculty and outside committee members with no SDSU affiliation must complete a petition to serve on committees. Download from the Graduate Affairs web site: http://grad.sdsu.edu/current_grad_students/forms

This petition may be extended to cover future committee service for other students, if requested by the Graduate Advisor.

Outside experts without any SDSU affiliation can serve as fourth committee members only. They must be officially appointed as volunteers through Human Resources (see the home department chair or coordinator).

Thesis committee approval

Final appointment of the membership of thesis committees rests with the Dean of Graduate and Research Affairs. If the dean does not approve of the thesis committee recommendation, the dean will confer with the program prior to making any final decision.

For the forms mentioned in this policy and the procedures for completion and submittal, see:

- The "Master's Thesis Committee (Plan A)" section of the Graduate Affairs web site: http://grad.sdsu.edu/current_grad_students/forms

Revised and approved by Graduate Council June 6, 2018
Graduate and Research Affairs

Appointment of Thesis/Project Committee

PRESS HARD TO COMPLETE FORM

Student Red ID No. ___________________________ Local Telephone No. ___________________________

Degree Type and Major ___________________________ Email Address ___________________________

Type or Print(PRESS HARD) for use in a window envelope:

First Name: ___________________________ Middle Initial: ________ Last Name: ___________________________

Street Address: ___________________________ Apartment #: ___________________________

City: ___________________________ State: ___________________________ Zip Code: ___________________________

Date: ___________________________

Anticipated semester of degree completion: ___________________________

Title of Thesis ☐ or Project ☐: ___________________________

Will thesis be written in a Foreign Language? ☐ Yes ☐ No ☐

If yes, see instructions on cover page.

INSTITUTIONAL REVIEW BOARD (IRB) REVIEW OF HUMAN SUBJECTS RESEARCH

Will you be obtaining personally identifiable information (through a census, survey, interview, observation, experimentation, etc.)? ☐ Yes ☐ No

Will you be analyzing (or otherwise using) personally identifiable information previously collected by someone else? ☐ Yes ☐ No

If you answered Yes to either question, you must have your protocol reviewed by the IRB. See instructions on cover page and allow 4-6 weeks for IRB review. Print the necessary email from IRB and submit it with this thesis committee form.

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC) REVIEW OF VERTEBRATE RESEARCH

Will you be handling or observing vertebrate animals or their tissues? ☐ Yes ☐ No

If you answered Yes, your protocol must be approved in advance of any work. See instructions on cover page and allow 4-6 weeks for IACUC review.

Verification of IACUC Approval:

IACUC Chair or Designee Signature ___________________________ Date ___________________________

FACULTY ENDORSEMENT OF RESEARCH FOR THESIS/PROJECT

‡ Only T/T/TT faculty from the home department may chair. The Graduate Advisor may contact the Asst. Dean of Graduate Affairs to request an exception.

* Lecturers and adjunct faculty must complete a petition to serve on committees. Obtain a petition at http://grad.sdsu.edu/current_grad_students/forms

* Individuals who have no current SDSU affiliation can serve as fourth committee members only. They must be officially appointed as volunteers through Human Resources (see the home department chair or coordinator). They must also complete a petition that is available at http://grad.sdsu.edu/current_grad_students/forms

All committee members agree to serve until the degree is complete. Committee service is not associated with teaching workload credit, unless otherwise assigned by the department Chair or college Dean.

Chair Co-Chair 2nd 3rd 4th

Tenured / Ten. Track (home department) ☐ ☐ ☐ ☐

Emeritus, FERP, Adjunct*, Lecture* (home dept) ☐ ☐ ☐ ☐

Tenured / Ten. Track (outside department) ☐ ☐ ☐ ☐

Emeritus, FERP, Adjunct*, Lecture* (outside dept) ☐ ☐ ☐ ☐

Approval:

Thesis Chair (print name) ___________________________ Signature ___________________________ Date ___________________________

Department (abbreviation) ☐ Tenured / T. Track ☐ FERP ☐ Emeritus ☐ Adjunct*

Graduate Advisor (print name) ___________________________ Signature ___________________________ Date ___________________________

Co-chair if applicable (print name) ___________________________ Signature ___________________________ Date ___________________________

Department (abbreviation) ☐ Tenured / T. Track ☐ FERP ☐ Emeritus ☐ Adjunct*

Dean of Graduate Affairs or Designee ___________________________ Signature ___________________________ Date ___________________________

Department (abbreviation) ☐ Tenured / T. Track ☐ FERP ☐ Emeritus ☐ Adjunct*

The chair certifies that appropriate IRB or IACUC reviews have been initiated, in compliance with SDSU and Federal regulations.

White copy: Graduate Division Canary: Graduate Advisor Pink: Thesis Chair Goldenrod: Student

03/15/2019
Rights to Thesis Data and Publication Authorship

This document is an agreement between a student and faculty mentor regarding data ownership, authorship and the copyright of a thesis used to satisfy requirements to complete the degree.

To ensure the agreement represents the interests of both the student and faculty mentor, it is important to become familiar with policy addressing student work and also guidance on the Thesis Review website (http://www.montezumapublishing.com/thesis1/Policies.aspx). In addition, there are other resources that address these issues of scientific integrity that may contribute to the discussion (http://cgsnet.org/best-practices).

This discussion should occur before the student begins his/her thesis work.

Topics to be addressed in this agreement include:

1. **The copyright of the written thesis.** The copyright of the written thesis used in partial fulfillment of the requirements for an advanced degree belongs solely to the student author. Copyright is secured automatically when the work is created. The university shall be entitled to a copy or definable facsimile of the thesis. There must be a compelling reason to share copyright of a thesis; such reason should be provided in writing and must be agreeable to the student author.

2. **Ownership of data used or generated by the student.** The university retains rights to data developed by a student and shall have access to use excerpts from any such thesis, including data and graphical support of such data, to develop patent applications in which the University has an interest. Any inventions, trademarks, trade secrets or other intellectual property developed shall be owned in accordance with Senate policy addressing intellectual property including royalty sharing with the student as appropriate. The student will retain copyright ownership of her/his thesis separate from ownership of any intellectual property associated with the work. The author grants to San Diego State University in perpetuity a non-exclusive license to archive, make accessible, and display this master's thesis, dissertation, or project in whole or in part in all forms of media, now or hereafter known, including internet display and transmission. In addition, the author grants to ProQuest the non-exclusive right to reproduce and disseminate this work according to the publishing options selected by San Diego State University.

3. **Plans for publication.** Plans for publication of the results of the thesis should be discussed to include identification of an appropriate outlet, authors and order of authorship, amount of effort expected, and timeline for completion. For guidance on authorship standards, visit https://ori.hhs.gov/.

4. **Contingency Plan.** A contingency plan should be discussed for publication of findings and authorship if the student is not actively involved. This should include a time limit after which the contingency plan will be put into place, and clear expectations of work to be accomplished.

Agreement: (Please check one)

- [ ] All rights to data and publication authorship belong exclusively to the student.
- [x] Student and Thesis Committee Chair have reached an alternative agreement. An attached type-written agreement detailing ownership of the data, publication rights, order of authorship on any co-authored publications, and any other topics specific to this study must be provided. This attached agreement must be signed by both the student and committee chair(s).

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<th>Student’s Red ID</th>
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The Division of Graduate Affairs has informed me of the Embargo Policy. 
Please initial your acknowledgement (required). [ ]

Policy Approved by the Senate 12/20/2016
Form Last Revised: 01/16/2019
Comprehensive Exam (Plan B)

If the student is choosing Plan B, the comprehensive exam, project, or manuscript, is required. It is the responsibility of the graduate advisor to notify the Division of Graduate Affairs, using the Report of Final Examinations or Thesis Defense for the Master's Degree e-form, that the student has passed their Plan B requirement.

- If this notification is not received by the appropriate deadline, it is assumed by the Division of Graduate Affairs that the student has not taken or has failed this requirement, and the student's application for graduation is cancelled.
- Effective Fall 2004, a student with only the comprehensive exam left to complete may be required to enroll in a 799C course through the College of Extended Studies during the semester the student is scheduled to take the exams.
- A student may take the comprehensive exam only after being advanced to candidacy. If a comprehensive exam is taken without the student being advanced to candidacy, the exam results will not be accepted by the Division of Graduate Affairs.

Report of Final Exam or Thesis Defense

Student Information

It is hereby reported that this student has been Advanced to Candidacy and has passed all examination(s) or has completed the thesis defense required by the department, college, or committee for the degree as specified on the Official Master's Degree Program and in the Graduate Bulletin:

Last Name
First Name
SDSU ID
RedID
Clear Student Data

Enter RedID or SDSU ID

Address

City
State
Zip Code

Preferred Phone Number

Email Address

Program

Program Type

Request Date

Please verify all three of the following.

Select Plan:*
☐ Plan A  ☑ Plan B
☐ This student was Advanced to Candidacy prior to their culminating experience (Plan A defense or Plan B examination/project).*
☐ This student has passed their culminating experience.*

Date Examination(s) or Thesis Defense Completed:* 

Department Chair or Graduate Supervisor

Data

Your form cannot be processed with an incomplete student information section.
Please contact Graduate Affairs for assistance.
Validation for Recency

Upon approval by the graduate advisor and graduate dean, courses on an approved Program of Study that are older than seven years old may be validated for recency.

➢ The method of validation is determined in cooperation by the graduate advisor and department, and must comply with university policy.
➢ Validations are good for up to one year from the date of validation.
➢ Courses cannot be validated more than once.
➢ Transfer coursework may not be validated.
➢ A course that is expired can also be substituted with a recent course.
➢ A course completed prior to seven years of the date the official master’s degree program is approved may not be listed on the program.

Validation for Recency

Student Information

Last Name
First Name
SDSU ID*
RedID
Enter RedID or SDSU ID.

Address

City
State
Zip Code

Preferred Phone Number

Email Address

Program

Program Type

Term and Year of Degree Completion (e.g., Fall 2017)*

Courses

Course Number
Course Name
Units
Semester Enrolled
Year Enrolled
Validation Date*

Program

☐ This is to certify that the above named student has proven their expertise in the content of each of the courses listed above to validate the course(s) for recency.

Graduate Advisor

Date

Your form cannot be processed with an incomplete student information section. Please contact Graduate Affairs for assistance.
Withdrawal or Dismissal

A student that wishes to withdrawal from the university should complete the Withdrawal or Dismissal e-form. Once processed, a copy of the form will be e-mailed to the student.

If the graduate advisor is not satisfied with a student’s progress in the Master’s program, they can dismiss the student from the program.

If a student wishes to return to SDSU after this form is submitted and processed, they will need to reapply to the university.

Withdrawal or Dismissal

Student Information

Last Name
First Name
SDSU ID*
RedID
Enter RedID or SDSU ID.

Address

City
State
Zip Code

Preferred Phone Number
Email Address

Program
Program Type
Request Date

☐ The graduate advisor is requesting dismissal from the program. (Indicate one or more.)
☐ The student has not met one or more established program standards.
☐ The student has not met university grade requirements.
☐ The student has been rejected for advancement to candidacy.
☐ The student does not have a realistic chance of graduating within a reasonable period of time.

Comments

Graduate Advisor
Date

Your form cannot be processed with an incomplete student information section.
Please contact Graduate Affairs for assistance.
Application for Graduation with an Advanced Degree

Graduation is not automatic upon the completion of degree requirements.

Application for Graduation with an Advanced Degree, is available through your WebPortal. Students that cannot access the application can contact the Graduate Affairs Office for a paper application.

➢ The deadline for applying for graduation falls early within the same semester. Students are encouraged to apply early since the deadline is firm and no late applications are accepted.
➢ Every effort is made by the Division of Graduate Affairs to remind students of the upcoming deadline. Prior to the deadline, e-mail notices are sent to possible graduating students. Flyers are sent to each department to post by Enrollment Services, and the deadline is listed in the current Graduate Bulletin, Academic Calendar and on the Graduate Affairs homepage.

The student and graduate advisor receive an Evaluation for Graduation that is generated by the Division of Graduate Affairs based on the student filing an Application for Graduation. The Evaluation for Graduation is a mid-semester check of the student's record and lists graduation requirements not yet completed. Also listed are the deadlines by which the student must complete those requirements. It is imperative that students take action immediately and request any needed changes to their record. Failure to take action will result in a cancellation or delay of graduation.

A student who does not complete all degree requirements in the semester in which they applied for graduation, will be reconsidered for the following term. No action needs to be taken.

A student does not need to be enrolled in coursework to apply for graduation.

The award (posting) of the degree will appear on transcripts approximately 4-6 weeks after the last day of the semester. Diplomas are mailed out within 8-10 weeks of the awarded degree. The date to appear on the transcript and diploma is the last day of the semester.

Leave of Absence

A student wanting to maintain matriculation at SDSU but cannot enroll in classes for a particular semester, must request a Leave of Absence. Students can request a leave of absence through their WebPortal by selecting the “Leave of Absence” menu option and confirm the term of leave. The deadline to submit a leave of absence is on the Academic Calendar.

A student will not need to request a Leave of Absence if their coursework has been completed.

In order for a student to be eligible to request a leave of absence, they must have completed their first semester and cannot have any registration holds. (Disqualified students are not eligible to request a leave of absence.)

Please note: Students are permitted to take a total of 4 semesters of leave of absences. A leave of absence must be filed during the semester in which they will not be enrolled, and a request must be made each semester a leave will be taken.
Graduate Petition for Retroactive Withdrawal/Add
(see page 22)

To retroactively withdraw from or add a course in a previous semester, the student must supply documentation and include substantiated reasons to show that there were extenuating circumstances clearly beyond the student’s control to prevent them from following the appropriate procedures and meet the listed deadlines for that semester. The instructor of record must indicate the current grade and sign the petition. The graduate advisor’s signature is also required on the form. The Graduate Bulletin states a graduate student who wishes to withdraw retroactively should request withdrawal from the full semester’s work. Ordinarily, requests for withdrawal from individual courses will not be accepted.

If approved, the student must pay a Cashier’s Office processing fee, and turn in the approved petition to the Registrar’s Office where the adjustment will be made to the student’s records.

Petition for Special Consideration
Late Schedule Adjustment
(see pages 23-25)

A graduate petition to late add, drop or grading basis change a course must use the current Special Consideration form offered in the Division of Graduate Affairs or Registrar’s Office. The instructor of record must indicate the current grade and sign the petition. Documentation substantiating the serious and compelling reason for the add, drop or grading basis change must accompany the petition. Once a decision has been made by the Assistant Dean of Graduate Affairs, our office will notify the student by email. If approved, the student will need to pick up the petition, submit it to the Cashier’s Office with the $20 processing fee and submit the paid petition to the Registrar’s Office. The change will not be made to the student’s record until the processing fee is paid.

Please note: A student withdrawing from the semester must also submit the “Green Card” (Withdrawal Card/Late Withdrawal Card), having obtained all instructors signatures.

Request for Permission to Enroll for Concurrent Master’s Degree Credit
(see pages 26-27)

An undergraduate student who wishes to take 500-, 600-, and 700-level courses for future graduate credit must submit a Request for Permission to Enroll for Concurrent Master’s Degree Credit. The undergraduate may only take such courses in the final semester of the bachelor’s degree, should be within 12 units of completing the bachelor’s degree, have completed all upper-level exams, and have a minimum grade point average of 3.0 in the last 60 units.

➢ The student should complete the form, secure the appropriate signatures, and submit it to the Division of Graduate Affairs. The form should be submitted no later than the third week of that term. If the student does not receive the bachelor’s degree at the end of that semester, no graduate credit will be awarded.

➢ Please note: No retroactive graduate credit is awarded to a student after the awarding of the Bachelor’s Degree.
SAN DIEGO STATE UNIVERSITY
Graduate and Research Affairs
GRADUATE DIVISION
GRADUATE PETITION FOR RETROACTIVE WITHDRAWAL

Print name and mailing address ____________________________ Date ____________________________

Last ____________________________ First ____________________________ Middle ____________________________ Campus Red ID No. ____________________________

Street ____________________________ Major ____________________________ Telephone No. ____________________________

City ____________________________ Zip ____________________________ E-mail Address ____________________________

Please read the instructions attached and note that a fee is required for approved petitions.

This petition is for Late Withdrawal from the entire term for:

Term: Fall _______ Winter _______ Spring _______ Summer _______

<table>
<thead>
<tr>
<th>Course(s) Involved:</th>
<th>Approved Withdrawal [ ]</th>
<th>Denied Withdrawal [ ]</th>
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<tbody>
<tr>
<td>Schedule #</td>
<td>Dept.</td>
<td>Course #</td>
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Please read instructions on reverse to ascertain your eligibility for retroactive change consideration.

Explanation for Request:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Student's Signature: __________________________________________________________

Note: Classified Students must also obtain the signature of their graduate adviser

Dept. Graduate Adviser’s Signature (required): ____________________________ Date: ____________________________

Office Use only:

Approved [ ] Denied [ ] Veterans Clearance ______________ Financial Aid ______________

GRA Assistant Dean’s Signature: ____________________________ Date: ____________________________

A fee of $ _______ must be paid to the Cashier's office for processing approved Petitions. Please take this approved petition to SS2620, bring receipted petition to the Office of the Registrar to complete processing. The form must be submitted to the Office of the Registrar on or before ____________________________

***There will be no change in your records until this process has been completed.***

Distribution: Registrar Dept. Student

CASHIERS OFFICE STAMP
Petition for Special Consideration
Late Schedule Adjustment
Return to the Office of the Registrar, SSW 1641
(see reverse side for instructions)

STUDENT INFORMATION

Date: ______________________

RedID: _____________________

Student's Name: ________________________

Last       First       Middle       Maiden

Mailing Address: ________________________________

Street       City       State       Zip

Email: __________________________ Phone: ______________________

May we contact you by email if we have questions about your petition? □ Yes □ No

ACTION TO BE REVIEWED

☐ Withdraw from one course

☐ Add one course

☐ Change grading basis (check one)
   □ Letter □ Credit/No Credit □ Audit

☐ Officially withdraw from current semester
   (must also complete withdrawal form)

COURSE INFORMATION

Must be complete

Semester _________ Year _________

Schedule # ______________________

Dept/Course # ______________________

Current Grading Basis (check one)
   □ Letter □ Credit/No Credit □ Audit

Student Level □ Undergraduate □ Graduate

ADDITIONAL MANDATORY INFORMATION

1. Attach a typed statement describing the request

2. Attach documentation supporting the request (See instructions on back for guidelines)

Instructor's Signature __________________________ Date ___________ Grade to Date ___________

(Instructor's signature indicates awareness of student's request and verifies student's grade. Approval of this petition requires review by the Registrar and College to insure adherence to university policy. Signature of instructor does not signify approval.)

Student's Signature __________________________ Date ___________

OFFICE USE ONLY

Your petition is being returned to you for the following reason:

________________________________________

________________________________________

Office of the Registrar Designee's Signature __________________________ Date ___________

Action: □ Approved* □ Denied □ Resubmit

*After late fee has been paid and form returned by student to the Office of the Registrar

Comments ____________________________________________

Signature of Assistant Dean or Designee __________________________ Date ___________

Cashiers Office Stamp

White copy: Registrar Yellow copy: Assistant Dean Pink copy: Student
INSTRUCTIONS
This form is for Late Schedule Adjustments only

After the University Schedule Adjustment deadline, students are expected to complete all courses in which they are enrolled. However, for fully documented, serious and compelling reasons, the student may request a Late Schedule Adjustment by obtaining appropriate authorizations. **Students should be aware that in most instances Late Schedule Adjustments are denied.** A separate petition is required for each Late Schedule Adjustment.

1. Fill out the petition completely. Incomplete forms will be returned. It is your responsibility to provide evidence of serious and compelling reasons for needing a Late Schedule Adjustment. **You must attach a statement describing your request and appropriate documentation. Documents must be on appropriate letterhead. Confidential documentation may be submitted in a sealed envelope.**

2. Obtain the instructor’s signature, indicating he/she is aware that you are requesting this action. Ask the instructor to indicate your grade to date. Instructor signature is not a form of authorization.

3. Undergraduate students return the completed form with documentation to the Office of the Registrar, SSW 1641. Graduate students return the completed form with documentation to the Graduate Division, SSE 1410.

4. The **deadline** to submit a Late Schedule Adjustment request is the last day of instruction before final examinations (see the Academic Calendar for dates).

5. Once submitted, the petition process will take approximately 7–10 business days to process.

6. **You must continue attending** your class(es) until a decision is made.

7. Acceptance and approval of the petition is based on extreme and compelling circumstances. If the reason cited for the petition does not meet the university criteria for serious and compelling the petition will be returned without review by the college.

8. Petitions that meet the criteria listed above will be routed to the Assistant Dean of the appropriate college for a decision.

9. The Office of the Registrar will mail the denied petition to the mailing address listed on this form.

10. If the petition is approved, you will be notified via the email address you provide. You will be instructed to pick up your petition from the Office of the Registrar and then you will need to take it to Student Account Services to pay the Late Schedule Adjustment fee. A valid SDSU ID card must be presented at Student Account Services and the Office of the Registrar.

11. Once the fee has been paid, submit the form to the Office of the Registrar for processing.

**SOME REASONS ACCEPTABLE FOR PETITIONING INCLUDE:**

- Serious medical issues (include documentation from a licensed health care provider)
- Death in the immediate family (acceptable documentation may include a death certificate, published obituary, or other documents)
Withdrawal Card/Late Withdrawal Card

(Please Print)

Name
Last
First
Middle
Phone (______)

Address
Street
City
State
Zip

CLEARANCES:  Library  (If applicable:)  Financial Aid  Veterans  EOP

<table>
<thead>
<tr>
<th>Schedule Number</th>
<th>Dept.</th>
<th>Course Number</th>
<th>Units</th>
<th>Date Last Attended*</th>
<th>Grade Through Last Attendance</th>
<th>Instructor's Signature</th>
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Office Use Only
Withdrawal Reason
Batch Code
By

*Required if receiving financial aid.

See reverse side for instructions
### Request for Permission to Enroll for Concurrent Master’s Degree Credit

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**Concurrent master’s degree credit requested for:**
- Fall
- Spring
- Summer
- Year

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<th>Schedule #</th>
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**Intended Graduate Major**

**Student Signature**

**Date**

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### OFFICE OF Advising AND EVALUATIONS

**Requirements remaining for bachelor’s degree:**

- GPA last 60 units
- **Must be 3.0 or higher**

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**Notification (Check One):**
- [ ] Student will pick-up when ready
  (Notification will be by E-mail)
- [ ] Mail to student * on
  *Student is responsible for address

**Graduation Adviser or Designee Signature**

**Date**

---

### GRADUATE ADVISER/PROGRAM COORDINATOR

- [ ] Recommended
- [ ] Not Recommended

**Comments**

**Department**

**Graduate Adviser Signature**

**Date**

---

### DIVISION OF GRADUATE AFFAIRS

- [ ] Request Approved
- [ ] Request Denied

**Comments**

**Graduate Dean or Designee Signature**

**Date**

---

**PLEASE SEE OTHER SIDE FOR IMPORTANT INFORMATION**
Request for Permission to Enroll for Concurrent Master’s Degree Credit

Senior undergraduate students requesting to take concurrent credit must meet the following requirements: meet all of the required competencies in writing and mathematics, be within 12 units of completing requirements for the bachelor’s degree, have a minimum grade point average of 3.0 in the last 60 semester units attempted, have on file a current application for graduation for the bachelor’s degree, and earn a bachelor’s degree at the end of the semester or term in which the concurrent credit is earned.

The maximum number of units that may be earned as concurrent master’s degree credit is determined by the difference between the number of units remaining for the bachelor’s degree and 15. Master’s degree credit for 500-numbered courses and certain 600- and 700-numbered courses must be approved by the department. The completed form must be submitted to the Office of Advising and Evaluations by the deadline dates on the academic calendar of the semester in which the concurrent credit is to be earned.

PROCEDURES TO ENROLL FOR CONCURRENT MASTER’S DEGREE CREDIT
(Each of the following steps is sequential)

1. Complete and sign page one of this form. If 600-numbered courses and above are involved, see next section.
2. Submit this form to the Office of Advising and Evaluations (SSW 1551) by the deadline dates on the academic calendar of the semester in which credit is to be earned.
3. Once a graduation evaluation is completed, your graduation adviser will complete and sign the appropriate section of this form and will notify you (see page 1).
4. Once you receive the signed form, submit it to the graduate adviser/program coordinator (of the department for which you are taking the graduate course) for recommendation and signature.
5. Return the signed form to the Division of Graduate Affairs (SSE 1410) for final signature. A copy of the completed form will be returned to you. Upon receiving it please make sure the form is on file with the Office of Advising and Evaluations prior to the date of graduation.
6. After graduation, the Office of Advising and Evaluations will annotate the appropriate course(s) on your transcript and carry the credit forward to your graduate record.

NOTE: Before requesting concurrent credit, you must have on file a current graduation application for the bachelor’s degree.

PROCEDURES FOR 600+ LEVEL COURSES

To enroll in 600-numbered courses and above, you must also complete the “Undergraduate Request to Enroll in Graduate Level Courses” form, which authorizes the release of RegLine lockout of these courses to undergraduate students. A separate form is necessary for each 600+ level course. Fill out each form and bring it to each instructor for signature and assignment of an add code. Bring the form to the Division of Graduate Affairs (SSE 1410) for approval and, if approved, return it to the Office of the Registrar (SSW1641) to officially add the course.

NOTE: The criteria for adding 600+ level courses (an overall GPA of 3.0 and completion of 90 units) are less stringent than the criteria for earning concurrent master’s degree credit (GPA of 3.0 in last 60 units). It is possible to receive approval for enrollment in a 600+ level course while being denied approval for concurrent master’s degree credit.
Advanced Certificates

For departments who offer an advanced certificate, a Request for Permission to Enter an Advanced Certificate Program e-form must be submitted. The Division of Graduate Affairs will verify a student’s admission to the University before approving admission to an advanced certificate program. Students that applied for a certificate only will not need to submit the Request for Permission to Enter an Advanced Certificate e-form. Regulations governing advanced certifications are the same as earning a Master’s degree. Students are required to reapply for admissions if they choose to earn another degree after the awarding of the advanced certificate.

Request for Permission to Enter an Advanced Certificate

Student Information

Last Name
First Name
SDSU ID*
RezID
Enter RezID or SDSU ID.

Address
City
State
Zip Code

Telephone No.
Email Address

Program
Program Type
Request Date

Advanced Certificate Objective

Certificate Program

☑ Admit ○ Denied

State Reasons:

Program Director
Date

Your form cannot be processed with an incomplete student information section.
Please contact Graduate Affairs for assistance.
Upon completion by the student of the certificate requirements, a Notification of Completion of Advanced Certificate Program e-form should be submitted no later than 4 weeks after the end of the final semester of the certificate courses. You will be provided with an excel spreadsheet to enter the student grades in and upload to this e-form. The Division of Graduate Affairs ensures that the student has met the criteria for completion of the certificate program. A certificate is printed by the Division of Graduate Affairs and sent to the department. The department signs the certificate and mails it to the student.

### Notification of Completion of Advanced Certificate Program

#### Student Information

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<tr>
<th>Last Name</th>
<th>First Name</th>
<th>SDSU ID*</th>
<th>RedID</th>
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Enter RedID or SDSU ID

#### Address

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#### Telephone No.

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#### Program

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#### Advanced Certificate Objective

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#### Program

- Student Matriculated at:
  - SDSU
  - Extended Studies

#### Completed Certificate Courses

Please attach completed template of certificate courses

Attach

#### Certificate Examination Required

- Yes

Certificate Completion Date

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Certificate Program Director

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Your form cannot be processed with an incomplete student information section

Please contact Graduate Affairs for assistance.